

November 27, 2002

## **Background Information – Low-Level Radioactive Waste Management Annual Report**

Code of Maryland Regulations (COMAR) 26.15.03.07 requires persons managing radioactive hazardous substances (RHS) to prepare and submit a single copy of an annual report to the Maryland Department of the Environment (MDE) **by March 1<sup>st</sup>** of each year. This report is to contain information on radioactive waste management activities during the preceding calendar year. Management is defined as “transport, treat, store or dispose of” RHS.

The purpose of the annual report is twofold. The report allows the Department to have sufficient data for gauging the amount of low-level radioactive waste being generated in the State and it allows the Department to plan for its management and disposal.

MDE provides copies of the report form and instructions to persons in its database of handlers of low-level radioactive waste. The form and instructions are provided by e-mail or U.S. mail. MDE is posting the form and instructions on its website for the convenience of persons who are required to submit the report but were not provided a copy of the form directly by MDE. The information to be reported is based on United States Nuclear Regulatory Commission ( NRC ) forms 540 and 541, the national low-level uniform manifest.

The preparation guide contains the required instructions to be used for submitting the 2002 Low-Level Radioactive Waste Management Report. You should retain this document for future reference.

The report requires 3 main categories of information:

- Information on facility identification (name, address, contact person, etc.);
- Information on off-site shipments of low-level radioactive waste over the course of calendar year 2002; and
- Information on the amount of low-level radioactive waste being managed on-site as determined by conducting an inventory at some point during December 2002.  
(Note: you **must** conduct this inventory at some point in December 2002.)

If you did not manage any LLRW in calendar year 2002, please note that fact in the appropriate location on the form, and sign and return the form. Reports are required to be submitted by **March 1<sup>st</sup>, 2003**.

Completed forms should be returned to the attention of Emmanuel Ofoche at the following address:

**Maryland Department of the Environment  
Waste Management Administration  
Hazardous Waste Program  
1800 Washington Blvd., Suite 650  
Baltimore, MD 21230-1719**

If you have any questions regarding this matter, please contact Mr. Emmanuel Ofoche at (410) 537-3345. You may also contact him by e-mail at [eofofche@mde.state.md.us](mailto:eofofche@mde.state.md.us).